

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AETC INSTRUCTION 36-2216

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Personnel

**ADMINISTRATION OF MILITARY
STANDARDS AND DISCIPLINE TRAINING**

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This instruction implements and extends the guidance in AFD 36-22, *Air Force Military Training*. It establishes procedures and responsibilities for training in military standards and discipline for non-prior service (NPS) enlisted and officer students in initial skills resident training courses. This instruction applies to training locations aligned under Second Air Force (2 AF), Nineteenth Air Force (19 AF), and technical training courses located at Air University and the 59th Medical Wing (59 MDW). It applies to Air National Guard (ANG) and Air Force Reserve Command (AFRC) members attending technical and flying training. Throughout this instruction, aircrew member students are defined as students attending any 1AXXX 3 skill-level awarding course. Basic military training (BMT), officer and prior service enlisted aircrew training, the Inter-American Air Forces Academy, and the Defense Language Institute at Lackland AFB TX will comply only with paragraph 15. Commanders at these locations must also ensure students meet all Air Force requirements for standards and discipline. Wing commanders may temporarily exempt students from Transition Period requirements when conditions are deemed unsafe (such as temporary hazards and any extreme weather conditions or warnings). The responsible commander may also exempt any student participating in simulators, flights, or hot training from duty hour, PT, meal, and transportation provisions of this instruction for those days where crew rest instructions take precedence.

Commanders responsible for implementing this instruction may supplement it to establish specific implementing procedures including clock hour adjustments for different shifts. Any training and/or operations group, geographically separated unit (GSU), operating location (OL), or detachment (Det) may request a waiver of any portion of this instruction on a case-by-case basis. A waiver must be submitted when commanders want to modify (add or restrict) Airmen's privileges. **NOTE:** A waiver remains in effect until the approving official cancels it in writing.

or revises the publication. When the publication is revised, the requester must renew the waiver. Send suggested changes to this instruction (via Air Force Form 847, *Recommendation for Change of Publication*), proposed supplements, and waiver requests to HQ AETC/A3PV, 1 F Street, Suite 2, Randolph AFB TX 78150-4325, for consideration, review, and approval. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program (FMP)*. Refer to that publication for guidance on filling out the form). All 2 AF units will send waiver requests, suggested changes, and proposed supplements through their training group or wing to 2 AF/TTOC-O MTL, 721 Hangar Road, Suite 102, Keesler AFB MS 39534-2804, for review by 2 AF/TTOC. The 2 AF/TTOC-O MTL will then forward inputs to HQ AETC/A3PV for final approval by HQ AETC/A3P. All 19 AF units will send waiver requests, suggested changes, and proposed supplements to 19 AF/A3, 73 Main Circle, Suite 1, Randolph AFB TX 78150-4549, for review. The 19 AF/A3 will then forward inputs to HQ AETC/A3PV for final approval by HQ AETC/A3P.

See Attachment 1 for a glossary of references and supporting information used in this publication.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.mv.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and EO 9397. System of records notice F036 AF PC N, Unit Assigned Personnel Information, applies and is available on line at <http://www.defenselink.mil/privacy/notices/usaf>.

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SUMMARY OF CHANGES

This revision updates the routing of waiver requests, suggested changes and proposed supplements (Opening paragraph); establishes the Transition Period Program to replace the current Phase Program (paragraph 8 through 8.11., 9 through 9.11); establishes Remedial Transition Period requirements (paragraph 10 through 10.1., Attachment 2); clarifies tobacco use restrictions (paragraph 6.2.2., 7.1., 7.20.3., 8.2., 9.2., and 11.7).

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Section A—Introduction

1. Standards and Discipline. Training and/or operations group commanders will ensure all graduates meet Air Force requirements of standards and discipline. **Note:** Items permitting training/operations group commanders latitude to determine requirements, in writing, will be determined by 59 TRS/CC for the 59 MDW and 82 TRW/CC, through 82 TRW/TO for the 82 TRW. Programs will be designed to reinforce training initiated during BMT and officer training and to continually emphasize core values, equal opportunity and treatment, and environmental

awareness. **Failure to observe prohibitions and mandatory provisions of this publication in paragraphs 7 through 11 by NPS Airmen is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ).**

2. Purpose and Objectives. Military training adapts non-prior service (NPS) Airmen and officer students to military life and provides the Air Force with highly trained, motivated, self-disciplined, and physically fit Airmen with exceptional military bearing. Each training and/or operations group will implement a core program that includes the following elements:

- 2.1. Military customs, courtesies, and traditions. See paragraph 3 of this instruction.
- 2.2. A military training standard for officers (MTSO). See Section B of this instruction.
- 2.3. A military training standard for NPS enlisted (MTSE) personnel. See Section C of this instruction.
- 2.4. A military training leader (MTL) program. See Section D of this instruction.

3. Military Customs, Courtesies, and Traditions. Officers and enlisted personnel will be taught that customs, courtesies, and traditions play a time-honored role in the military profession and serve as an integral part in their development as professionals and future leaders. Group commanders will establish a program of activities that reinforces traditional military customs and courtesies and motivates and prepares officers and enlisted personnel for future leadership roles. This program may include parades, retreats, Airman reviews, and/or open ranks inspections based on Airman load and training requirements.

4. Points of Contact for Students:

- 4.1. Group commanders will ensure AETCVA 36-6, *Points of Contact for Students and Trainees*, is displayed on Airmen bulletin boards in military training flights (MTF) and dormitory areas. This visual aid encourages Airmen to follow the chain of command to resolve issues.
- 4.2. Units can obtain an electronic version of AETCVA 36-6 from the MTL CoP web site at <https://www.dmy.af.mil/afknprod/ASPs/docman/DOCMain.asp?Tab=0&FolderID=OO-ED-AE-51-1&Filter=OO-ED-AE-51>. Each unit will fill in local phone numbers, print the visual aid on 8 1/2- by 11-inch bond paper (portrait style), and frame it for display (unless it is being posted on a bulletin board). Do not print the visual aid in color. **Note:** Units may customize AETCVA 36-6 to include their emblem in the upper right-hand corner, aligned with the AETC shield. However, they will not redesign the visual aid.

Section B—Military Training Standard for Officers (MTSO)

5. Requirements:

- 5.1. Officers are expected to maintain high standards of bearing and behavior and demonstrate a professional attitude toward superiors and subordinates.
- 5.2. Squadron commanders will ensure officers comply with their responsibilities, to include Air Force and AETC policies on fraternization, and unprofessional relationships IAW AETCI 36-2909, *Professional and Unprofessional Relationships*, physical wellness, and military standards and training.

5.3. Physical training (PT) is designed to help students cope with the rigors of the training environment and improve their physical condition to meet the standards specified in AFI 36-2905, *Fitness Program*. Group sporting events such as volleyball, softball, etc., may be considered for esprit de corps, but not for a group PT program.

5.4. Squadron commanders are responsible for the overall administration of the PT program and will maintain a logbook for courses where PT is not part of the course. They will brief students on the benefits of PT as part of new class orientation.

5.5. Officer students are required to perform PT three times a week. One class or group PT activity per week will be accomplished. PT sessions will consist of strength training, 30 minutes of aerobic activity, and stretching exercises. If a student is unable to complete PT activity during the week, he or she will be required to complete this requirement during off-duty time or on the weekend and record it. The class senior-ranking officer will certify the PT activity in the logbook. (ANG members will comply with applicable ANG instructions.)

5.6. Officer students who become due for their Air Force fitness assessment while in training will be tested by their training squadron. Students are required to receive an Air Force fitness assessment composite score of >75 points. Students not achieving the target composite score will be entered into an appropriate fitness improvement program. (ANG members will comply with applicable ANG instructions.)

Section C—Military Training Standard for NPS Enlisted (MTSE) Personnel

6. Program Responsibilities:

6.1. Each group commander:

6.1.1. Will implement the policies and programs in this instruction.

6.1.2. Is responsible for military training and compliance with standards for assigned MTLs and NPS Airmen.

6.1.3. Will submit a waiver to be more or less restrictive with Airmen's privileges.

6.1.4. Each training group (TRG), training squadron (TRS), training support squadron (TRSS), training operation (TO), military training support flight (MTSF), detachment (Det), geographically separated unit (GSU), and operating locations will use only the following duty titles: Superintendent, Military Training; Flight Chief; Assistant Flight Chief; and MTL.

6.2. Each squadron, Det, and GSU commander:

6.2.1. May delegate MTF commander responsibilities to the flight chief in the absence of an MTF commander.

6.2.2. Will ensure permanent party personnel do not use tobacco products in the presence or line of sight of NPS Airmen. NPS smoking areas and permanent party smoking areas will not be collocated. NPS area will be clearly identified.

6.2.3. Will ensure MTLs use a flexible leadership style that employs mutual respect, support, genuine concern, and targeted doses of discipline, as needed. Also ensure MTLs give consideration to the Airman's time in service, current transition period and use

appropriate training tools to motivate and guide the behavior of NPS Airmen. **Note:** Maltreatment, maltraining or hazing will not be tolerated.

6.2.4. Will ensure alternative corrective measures (verbal counseling, training sessions, RTP, and mandatory curfew) are used before advancing to formally documented actions unless advancing directly to a formally documented action is appropriate under the particular facts and circumstances. **Note:** Remember the gravity of formal documentation in training is no less severe than in operational units.

6.2.5. Will ensure MTL duty hours promote the most efficient use of MTLs' time and maximum contact hours with NPS Airmen.

6.3. Each MTF commander will ensure the MTF complies with this instruction and local policies and procedures

6.4. Each Superintendent, Military Training:

6.4.1. Is responsible for the development and implementation of military training procedural guidance, training policies, and procedures in support of squadron MTFs and GSUs.

6.4.2. Oversees the management of MTL manning authorizations within the group, to include initial placement of incoming MTLs.

6.4.2.1. Makes recommendations to his or her commander concerning movement of MTLs between squadrons to ensure equitable manning throughout the group.

6.4.3. Monitors the health of military training flights and the morale of assigned MTLs.

6.4.4. Provides commanders with recommendations of approval or disapproval of individual squadron or GSU requests for deviations or waivers to this instruction.

6.5. Each MTSE program manager will:

6.5.1. Manage, schedule, conduct, and adjust curriculum for the Airman Leader course (ALC) and ensure GSU flight chiefs comply. **Note:** Only MTLs will administer the ALC.

6.5.2. Prior to ALC class start date, designate a maximum number of candidates per squadron authorized for each ALC class.

6.5.3. Provide self-inspection checklists for TRSs and Dets or GSUs. **Note:** Units may fulfill this requirement with 2 AF/TTOC-O MTL checklists, but additions are encouraged.

6.5.4. Conduct inspections or assessments at his or her Det or GSU and provide any updated guidance. The TRG commander will determine the frequency of these inspections or assessments. **EXCEPTION:** The 82 TRW/TO will determine the frequency of inspections or assessments for Sheppard units.

6.5.5. As required, manage, schedule, and conduct a local MTL orientation course for MTL individual mobilization augmentees (IMA) or other augmentees.

6.5.6. Ensure MTLs assigned to TRG, TRSS, TO, or MTSF receive an annual clothing allowance according to AFI 36-3014, *Clothing Allowances for Air Force Personnel*.

6.5.7. Ensure establishment of a CQ and security program.

6.6. Each flight chief will:

6.6.1. Ensure Airmen execute proper reporting procedures and other customs and courtesies (such as calling the area to attention for officers, and standing up when being addressed by all officer's and NCOs) as a part of the military training program. **Note:** NPS Airmen will not perform reporting procedures outside of the military training area as defined in writing by the TRG/CC. Reporting statements and procedures are as follows:

6.6.1.1. Reporting procedures will be performed as follows: Airmen will assume the position of attention and will use specific rank, and last name to open a conversation. Once acknowledged, Airman will assume the position of parade rest and use "Sir/Ma'am" or any proper term of address (such as, "Sergeant" or "Chief") throughout the remainder of the conversation. Airmen must return to the position of attention after the conversation and execute a proper facing movement when departing. They will address civilian staff personnel as either "Mr. /Ms." or "Sir/Ma'am." **Note:** These procedures will be performed while addressing any permanent party member in the training area.

6.6.1.2. Reporting statements, given when reporting to commanders, will be performed as follows: Airman will knock once and wait until instructed to enter. Airman will walk to a position two paces in front of and centered on the commander's desk, assume the position of attention, salute, and give a reporting statement ("Sir/Ma'am, Airman _____ reports as ordered."). Once the salute has been returned, the Airman will drop the salute and remain at attention unless instructed otherwise. When dismissed, he or she will salute, wait for the salute to be returned, and depart the office, using proper facing movements.

6.6.2. Ensure MTF staff members transporting NPS Airmen in a private motor vehicle (PMV) or government vehicle have at least one additional escort (except in an emergency).

6.6.3. Track and ensure each MTL receives an annual clothing allowance IAW AFI 36-3014.

6.6.4. Ensure each MTL is aware of expectations to maintain high standards of fitness and appearance.

6.6.5. Administer on-the-job training program for MTLs according to 8B100 command job qualification standard (JQS). **Note:** may not be delegated.

6.6.6. Ensure each MTL is current on all training requirements, to include annual briefings (paragraph 23.7) and cardiopulmonary resuscitation (CPR)/Automated External Defibrillator (AED) (paragraph 23.8). If required, notify the appropriate agencies for recertification before expiration date.

6.6.7. Establish a training plan to ensure MTLs become qualified on the 8B100 CJQS within 6 months after completing the formal MTL course.

6.6.8. Manage and conduct military training according to this instruction, supplements, and established local policies. Plan and establish work schedules and performance standards, evaluate performance of assigned personnel.

6.6.9. Ensure all safety equipment is in serviceable condition, to include cleaning or replacing safety vests, belts, and sleevelets, as needed. A unit designation is authorized on equipment for the purpose of accountability.

6.6.10. Perform quality assurance checks on flight administration procedures, dormitory standards, and Airman performance.

6.6.11. Monitor the morale, welfare, and training of MTLs and NPS Airmen.

6.6.12. Ensure MTLs actively monitor routes of march during troop movements.

6.6.13. Ensure safety is adhered to in formations, dormitories and other activities.

6.6.14. Ensure a system is in place for the accountability and security of all dormitory and master keys.

6.6.15. Initial all formal documentation (LOC, LOA, LOR). Ensure MTLs properly document counseling or corrective actions. **Note:** Remember the gravity of formal documentation in training is no less severe than in operational units. All documentation will be filed in the appropriate system of record as applicable. Ensure Air Reserve Component (ARC) training liaisons are notified when Airmen have repeat offenses or incidents resulting in other serious disciplinary actions.

6.6.16. When applicable, follow guidelines for the recruiter assistance program established by AFI 36-3003, *Military Leave Program*.

6.6.17. Ensure MTLs are in uniform at all formations. (**EXCEPTION:** MTLs may be in PT uniform during PT.)

6.6.18. Ensure a local CQ program is established to meet accountability, safety, and security of the NPS dormitory and assigned personnel.

6.6.18.1. Ensure Airmen in training are only used as a last resort to perform CQ during the duty week. **Note:** This program is optional for Dets and GSUs if the student dormitory population is less than 25.

6.6.19. Ensure a system is in place for the accountability of assigned NPS Airmen.

6.7. Each military training leader (MTL) will:

6.7.1. Use a flexible leadership style that employs mutual respect, support, genuine concern, and targeted doses of discipline, as needed. Build upon an Airman's military training by considering the Airman's time in service when correcting disciplinary infractions. Use appropriate training tools to motivate and guide the behavior of NPS Airmen. MTLs must avoid training practices defined as maltreatment or maltraining. NPS Airmen have already graduated BMT and must be treated with the respect all Airmen deserve. **Note:** Maltreatment, maltraining or hazing will not be tolerated.

6.7.2. Counsel Airmen on military and/or personal problems, military bearing, standards, and behavior.

6.7.3. Be responsible for safety, morale, and welfare of assigned Airmen.

6.7.4. Ensure currency on all training requirements, to include paragraphs 23.7 and 23.8, and notify the Flight Chief prior to expiration date.

6.7.5. Conduct military training functions as specified by established policies, operating instructions, and this instruction.

6.7.6. Actively monitor routes of march during troop movements.

6.7.7. Be responsible for safety in formations, dormitories, and other activities.

6.7.8. Ensure each Airman has been issued and has access to an AFMAN 10-100, *Airman's Manual*, according to local policy.

6.8. Each NPS Airmen will:

6.8.1. Employ skills learned in BMT to complete all assigned duties.

6.8.2. Accept responsibility to continue to learn and adapt to the military profession, conform to military standards, customs, and courtesies in a manner commensurate with the Air Force Core Values.

7. General Requirements for the Enlisted Transition Program. The following overall requirements apply:

7.1. NPS Airmen are prohibited from using tobacco products anytime on base or post except in designated student smoking areas after academic duty hours according to transition period guidelines. Tobacco products must remain in the Airman's control at all times. Tobacco products will be secured in the wall locker when not in use.

7.2. Airmen who relocate because of reclassification or to attend follow-on training courses will remain in their current transition period. Airmen will remain on base until they receive an initial orientation briefing, which may be provided orally or in writing.

7.3. Before transitioning forward, at a minimum, Airmen will be briefed on mileage restrictions, recreational activity safety, PMV travel, locally developed sign in/out procedures, and sexual assault reporting. (Mass briefings are highly encouraged.)

7.4. Airmen will pass all transition requirements (open ranks, room inspections, etc.) prior to being transitioned. MTLs will track the completion of training requirements for transition advancement. MTLs will meet with Airmen who fail to meet all transition requirements to discuss their failure to progress and document as appropriate.

7.5. Training/operations group commanders may authorize in writing the limited loss of privileges on a temporary basis as a probationary measure for groups under their command. Squadron, GSU, and Det commanders may also authorize in writing extended curfew hours and/or wear of civilian attire on Thanksgiving Day and during the holiday exodus period. **Note:** Training/operations group commanders may authorize in writing the use of Remedial Military Training Day (RMTD). If used, RMTD will focus on areas where an Airman performs unsatisfactorily. RMTD will also focus on the following areas: room and uniform inspections, Air Force Core Values, Enlisted Force Structure, drill and ceremonies, fitness, and combat skills. Training group commanders will establish a schedule within these parameters using Attachment 2 as a guide; the schedule will not extend beyond 10-12 duty hours. Remedial Military Training Day will conclude in a service/service dress uniform.

7.6. NPS Airmen will be housed separately and restricted from residing in permanent party and temporary duty (TDY) personnel dormitories. Exceptions must be approved in writing by the wing commander. (**EXCEPTION:** The 381 TRG commander will approve exceptions

for the 381 TRG; the 336 TRG commander will approve exceptions for the 336 TRG.) If an exception is approved, NPS Airmen will be physically separated from permanent party and TDY residents by the most appropriate means (for example, a different floor or wing of the building).

7.7. NPS Airmen are restricted from visiting any permanent party, TDY, T-Flight, or prior service personnel except for officially sponsored holiday events when approved in writing by the squadron commander or higher.

7.8. NPS Airmen are not allowed in dormitory rooms of the opposite sex unless escorted, while performing official duties, or during emergencies. In dormitories with central latrines, an escort must be sent to ensure the latrine is clear before entering.

7.9. NPS Airmen must complete 3 days of PT per week unless specifically excused by an MTL for a valid appointment. PT sessions will be conducted in accordance with AFI 36-2905, Fitness Program. (**EXCEPTION:** Airmen attending the pararescue, combat control, tactical air control party, explosive ordinance disposal, and survival, evasion, resistance, and escape (SERE) courses will adhere to course PT requirements.)

7.10. MTLs will conduct a monthly appraisal of Airman fitness to ensure Airman maintain appropriate fitness levels. The appraisal will consist of a timed 1.5-mile run and 1 minute each of sit-ups and pushups using the following standards: male under 30 yrs old 11:57, 33 push-ups and 42 sit-ups. Male 30-39, 11:57, 27 push-ups, 39 sit-ups. Female under 30 yrs old 14:26, 18 push-ups and 38 sit-ups. Female 30-39, 14:26, 14 push-ups, 29 sit-ups. MTLs will conduct remedial PT sessions as necessary to maintain Airman fitness. These scores will not be entered into the Air Force Fitness Management System (AFFMS).

7.11. MTLs will ensure each Airman has a current fitness assessment score of 75 and meet minimum standards for each component, as outlined in AFI 36-2905, in the centralized Air Force Fitness Management System (AFFMS) database prior to departure for his or her first duty station. **Note:** This assessment may have been performed at BMT. If the most recent score is older than 180 days, the test must be reaccomplished and entered in AFFMS prior to departure. Airmen not achieving a passing fitness assessment by graduation will be entered into fitness improvement program as outlined in AFI 36-2905.

7.12. Administrative Separation. Unit Commanders will make a discharge or retention recommendation to the TRG/CC and/or TRW/CC IAW AFI 36-2905, Chapter 9, when an individual remains in the unsatisfactory fitness category for a continuous 90 day period.

7.13. MTLs will manage the fitness program to include accountability, supervision, compliance, and motivation of Airmen. Training/operations group commanders will establish emergency response procedures in writing. (This may be delegated to the Det or GSU commander.)

7.14. MTLs will lead and participate in PT sessions. (Training/operations group commanders will determine, in writing, if additional CPR-certified personnel are needed for emergencies.)

7.15. TRGs, TRSSs, TOs, MTSFs, and flight chiefs will make every effort to schedule PT during the most weather-favorable (temperature) time of the day. Airmen may run in wind chill indexes as low as 20 degrees Fahrenheit. The guidance in AETCI 48-101, *Prevention of*

Heat Stress Disorders, will be followed during extreme heat and acclimatization of NPS Airmen. PT will not be accomplished during black flag conditions. (During extreme cold or inclement weather, the MTSF, MTL, or supervising party will make the determination.) PT makeup is not required when participating in parades or practices, formal retreats, or military training activities or because of valid appointments or inclement weather. Airmen may run in light rain, but not during a downpour or when lightning is present within 5 nautical miles.

7.16. PT uniform (PTU) will be worn in accordance with AFI 36-2903, Dress and Personal Appearance of Air Force Personnel. NPS Airmen PT formations are considered to be organized PT.

7.17. AETC Form 341 will be used during MTSE training. Airmen will carry two properly filled out AETC Forms 341, a locally developed transition card (if applicable), and their military ID at all times.

7.18. Formations marching to and from school will be maximized to ensure safety and accountability. Airmen may march in small marching units (SMUs) during lunch hours or when not practical due to lack of route of march. Airmen may be excused from marching by an MTL, in writing, or because of a medical-issued exemption. Each marching waiver will contain an expiration date. **Note:** Government transportation may be used as determined in writing by the training/operations group commander.

7.18.1. Airmen in uniform will carry an operational flashlight or wear a reflective belt/vest, as determined in writing by the training/operations group commander, during hours of darkness or poor visibility. The assistant flight chief or higher will determine if flashlights or reflective belts/vests are required (1) in the dormitory area, (2) when catching a bus from the squadron area to academic training, and (3) when using lighted troop walks from the dormitory area to academic training.

7.18.2. Airmen will use sidewalks, troop walks, or established routes of march. They will not cut through grass, squadrons, drill pads, or parking lots or use other shortcuts.

7.18.3. Road guard vests, belts, or sleevelets are mandatory for road guards and formation commanders when entering traffic.

7.18.4. MTLs will post/brief uniform of the day. When marching in a formation, Airmen will be in the same uniform.

7.18.5. Airmen are not authorized to eat, drink, talk, or chew gum while marching in formation or small marching units (SMU). **EXCEPTION:** They may drink water from issued containers while in the proper rest position.

7.19. Dormitory quiet hours are 24 hours a day, 7 days a week. Any noise determined by the MTL to be disruptive is not allowed.

7.20. All NPS Airmen will be entered into a transition period (Initial, Advanced, or Remedial) through completion of all technical training and departure for permanent duty assignment. **EXCEPTION:** Training/operations group commanders (may delegate to TRS/CC or DET/CC) may approve, in writing, the removal of NPS Airmen from transition periods in accordance with paragraph 7.20.1 through 7.20.3)

7.20.1. NPS Airmen considered for removal from transition periods must:

7.20.1.1. Have spent a minimum of 150 consecutive calendar days in advanced transition period.

7.20.1.2. Be passing academically.

7.20.1.3. Meet minimum PT standards defined in paragraph 7.10.

7.20.1.4. Have demonstrated the knowledge, proficiency, and conduct equal to that of a permanent party Airman as determined by the academic instructor and MTL.

7.20.2. NPS Airmen who are removed from transition periods will be housed separately and restricted from residing in dormitories housing NPS Airmen who remain in transition periods. Exceptions must be approved, in writing, by the wing commander. (**EXCEPTION:** The 381 TRG commander will approve exceptions for the 381 TRG; the 336 TRG commander will approve exceptions for the 336 TRG.) If an exception is approved, Airmen who have been removed from transition periods will be physically separated from NPS Airmen who remain in transition periods by the most appropriate means (for example, a different floor or wing of a building).

7.20.3. Training/operations group commanders (may delegate to TRS/CC or DET/CC) will determine, in writing, specific requirements for NPS Airmen who have been removed from transition periods. **Note:** Airmen removed from transition period will adhere to NPS Airmen tobacco guidelines stated in paragraph 7.1.

7.21. AFRC or ANG Airmen who are sent home between BMT graduation and the beginning of technical training (awaiting class start date, funds, etc.) will be entered into a transition period upon arrival at training. NPS ANG Airmen will remain in a transition period and the NPS dormitory until departure from 2 AF technical training or completion of aircrew qualification courses under 19 AF.

7.22. NPS Airmen are not normally authorized to take ordinary leave (**EXCEPTION:** Holiday Exodus). In rare circumstances, the group commander may approve leave for Airmen. (The group commander may delegate this authority to the squadron or detachment commander.) When leave is authorized, Airmen will receive a pre-departure safety briefing, which will be documented on AETC Form 29B, *Pre-departure Safety Briefing*. (AETC Form 29B is prescribed in AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*. Refer to that publication for guidance on filling out the form.)

7.23. NPS Airmen will not attend off-duty educational programs or off-duty employment while assigned to a technical training squadron. (**EXCEPTION:** College Level Examination Program [CLEP] and Defense Activity for Nontraditional Educational Support [DANTES] testing). Airmen at the Presidio of Monterey may be permitted to participate in off-duty education after counseling by the TRS commander and documentation of successful language training progression. Students must maintain a "B" average or above, have no record of military disciplinary problems, meet Air Force physical fitness standards, participate in the unit's peer tutor program, and be in advanced transition period or removed from the transition periods.

7.24. Personnel covered by AETCI 36-2909, *Professional and Unprofessional Relationships*, are highly encouraged to participate in appropriate organizational functions for team building such as picnics, sporting events, graduations, student achievements, Air

Force-approved fund drives, membership campaigns, and other activities authorized by the commander. NPS Airmen must not have an unprofessional relationship with permanent party personnel, prior service students, or TDY students.

8. Initial Transition Period (ITP) Requirements and Restrictions. ITP begins upon arrival at the initial technical training site and will continue through the completion of ITP consisting of successfully completing two uniform/room inspections, and satisfactory academic progression documented by academic training personnel. ITP will not last more than 30 calendar days. MTLs will counsel NPS Airmen on any failure to progress in the Transition program and document in the Collateral Training Folder (CTF). Airmen in this Transition period have graduated from a strictly controlled BMT environment and must transition into a structured technical training atmosphere of military discipline and academics. Airmen are expected to continue disciplined performance, and appearance. They require continued reinforcement of the standards and are held accountable for their actions. Airmen in ITP:

- 8.1. Will remain on station. **EXCEPTION:** The assistant flight Chief or higher may make exceptions on a case by-case basis.
- 8.2. Will not purchase, possess, or consume alcohol or tobacco products.
- 8.3. Will wear military uniform on and off duty. **EXCEPTION:** They may wear civilian attire inside their dormitory only.
- 8.4. Will adhere to call to quarters of 2200 to 0400 Sunday through Thursday and 2400-0400 Friday through Saturday. **EXCEPTION:** Training/operations group commanders will determine, in writing, call to quarters for Airmen assigned to shifts other than a traditional day shift. **Note:** This may be delegated.
- 8.5. Will eat three meals per day, Monday through Friday, in a base dining facility.
- 8.6. Will not operate, ride in, or utilize a PMV except during emergencies.
- 8.7. Will keep their rooms according to local guidelines.
- 8.8. Will not hang pictures of any kind on the walls, lockers or ceilings, but may personalize their bed, nightstand, or desk. **Note:** Must not be of a sexually explicit or degrading nature.
- 8.9. Will march to and from all locations during duty hours. **EXCEPTION:** Training/operations group commanders may determine in writing if Airmen are required to march at all times after duty hours.
- 8.10. Will participate in a formal open ranks inspection conducted by an MTL/Instructor at a minimum of twice per month. **Note:** If a location does not have enough Airmen to conduct a formal open ranks inspection (two to four-element formation), MTLs will perform a uniform inspection.
- 8.11. Will apply for advancement through their MTL after all in-processing is complete. **Note:** Minimally, Airmen must successfully complete two uniform and room inspections; display knowledge of the unit mission, academic excellence and core values prior to advancement. MTLs will counsel NPS Airmen on any failure to progress in the transition program and document in the CTF.

9. Advanced Transition Period (ATP) Requirements and Restrictions. ATP begins when ITP ends as determined by Airman performance (successfully passing two room inspections, and

two uniform inspections, and documentation of satisfactory academic performance if applicable). This period continues through completion of all technical training and departure for permanent duty assignment. Airmen in ATP are expected to be responsible Wingmen for newer Airmen. They require minimal supervision and only random spot-checks for adherence to standards. Their knowledge, proficiency, and conduct should exemplify excellence and will be afforded privileges as such. Airmen in ATP:

- 9.1. Will remain in uniform and on station during duty hours. Training/operations group commanders will determine, in writing, off-base mileage restrictions and weekend travel procedures. **Note:** This may be delegated.
- 9.2. Will not use tobacco products except in designated student smoking areas after academic duty hours. Will not purchase, possess, or consume tobacco products at any time while in uniform.
- 9.3. Will not consume alcohol 12 hours prior to duty. Aircrew members will comply with guidance on alcohol consumption according to their Mission Design Series (MDS)-specific AFI or AFI 11-202, *General Flight Rules*, Volume 3, as applicable.
- 9.4. Will not possess or consume alcohol in the dormitory or immediate surrounding area. Those who choose to drink alcohol will do so responsibly and not bring discredit to the Air Force, in or out of uniform.
- 9.5. Will not utilize PMVs to and from school. **EXCEPTION:** Training/operations group commanders can determine in writing if ATP Airmen are allowed to utilize their PMV during duty hours.
- 9.6. Will adhere to call to quarters of 2200-0400 on evenings prior to duty days. Training/operations group commanders will determine, in writing, call to quarters for Airmen assigned to shifts other than a traditional day shift. **Note:** This may be delegated.
- 9.7. Will keep their rooms according to local guidelines. Rooms are subject to inspection at least once per month.
- 9.8. Will not hang pictures of any kind on the walls, lockers, or ceilings but may personalize their bed, nightstand, or desk. **Note:** Must not be of a sexually explicit or degrading nature.
- 9.9. Will march to and from all locations during duty hours. **EXCEPTION:** Training/operations group commanders may determine in writing if Airmen are required to march during the duty day.
- 9.10. Will participate in a formal open ranks inspection conducted by an MTL/Instructor a minimum of once per month. **Note:** If a location does not have enough Airmen to conduct a formal open ranks inspection (two to four-element formation), MTLs will perform a uniform inspection.
- 9.11. With written approval of the squadron commander, Airmen in ATP may move out of the dormitory to reside with their dependents in the local area. NPS Airmen allowed to reside out of the dormitory are not authorized a dormitory room and may operate a PMV to and from their residence to their squadron area; however, they will not drive to and from school unless otherwise authorized by the squadron commander. **Note:** This may be delegated to the squadron flight commander, Det commander, or flight chief. Training/operations group commanders may develop local guidance in an approved

supplement to this instruction to be more restrictive regarding NPS off-base residency if local conditions warrant.

10. Remedial Transition Period (RTP) Requirements and Restrictions. RTP begins when an Airman's performance falls below standards evidenced by failing 2 successive room and/or uniform inspections, and/or 2 or more related 341s for discrepancy and other corrective actions are ineffective or not warranted. The RTP is a temporary measure tailored to raise performance to meet standards. Normally NPS Airmen will not remain in the RTP for more than 15 calendar days. **EXCEPTION:** The military training flight chief may extend additional time as required with proper documentation; however, RTP will not exceed 30 consecutive days.

10.1. TRS/CC will work in conjunction with the chain of command to tailor corrective measures specifically targeting an Airman's substandard behavior. **EXAMPLE:** An Airman who consistently fails room inspections may be tasked with building clean up duty until the behavior is learned. Broad measures not directly tied to substandard performance are prohibited. Commanders must differentiate between training and punishment.

11. Dormitory Inspections and Living Standards:

11.1. Entrances to all bays, floors, and buildings with members of the same gender will have signs designating these areas as "male" or "female."

11.2. At no time are Airmen authorized to be on the bay, floor, or building of Airmen of the opposite gender unless escorted, performing official duties, or during emergencies. In dormitories with central latrines, an escort must be sent to ensure the latrine is clear before entering.

11.3. Before entering the room of an Airman, personnel must knock once and make their presence known. Door will remain open while inspecting the room.

11.4. Except in an emergency, any person entering the dormitory that is not assigned to the MTF or identified on a locally developed access list must have an escort.

11.5. NPS Airmen must lock the doors to their rooms and adjoining latrines while they are sleeping or when their rooms are unoccupied.

11.5.1. . Personnel must report violations of external or internal security to the CQ or MTL or through the chain of command. Examples of security violations include unsecured checkbooks, credit cards, military ID.

11.6. Personnel must report all equipment, facility, and furniture discrepancies to the CQ, MTL, or facility manager or through the chain of command.

11.7. The open display of pictures, posters, or items displaying the human body in an obscene, provocative, or pornographic manner or any image considered in poor taste (as determined by the MTL) is not allowed. Posters, pictures, or items portraying or advocating drug, alcohol, or tobacco use are not allowed.

11.8. The following items are not allowed in the dormitory area: firearms, fireworks, flares, knives with blades greater than three inches, pets, alcoholic beverages, and weapons or weapon-like instruments. The burning of incense or candles and the mixing of chemical/cleaning supplies is prohibited.

11.9. Knives issued as part of required flight gear for students in active flight training are permitted; however they must be reported to an MTL.

11.10. Airmen must wear footwear outside dormitory rooms. (For safety purposes, socks are not considered footwear.)

11.11. Squadrons will establish a linen issue or exchange policy.

11.12. Signs or notices posted in dormitories must be framed or professionally made (**EXCEPTION:** Notices on bulletin boards).

11.13. MTFs must maintain a military training bulletin board in a central location. This board will be posted with the following visual aids: AETCVA 36-2, *AETC Policy on Equal Opportunity*; AETCVA 36-6, *Points of Contact for Students and Trainees*; AETCVA 90-5, *HQ Air Education and Training Command Inspector General Complaints Resolution Program*; and AFVA 10-2510, *U.S. Air Force Emergency Notification Signals* (or sister-service equivalent). All MTF bulletin boards must be maintained in a professional manner. Posted information will be reviewed and kept current. The information will be displayed neatly.

12. Facility Management. MTLs will:

12.1. Document all facility discrepancies on a master discrepancy log for the specific building and report discrepancies to the appropriate civil engineering zone within 24 hours (on the first duty day, if identified on weekend or holiday). In cases of emergency, notify the civil engineering emergency desk immediately.

12.2. Identify all unserviceable furniture on a master discrepancy log. Remove furniture that poses a safety hazard or turn in unserviceable furniture that cannot be repaired.

12.3. Track all routine dormitory work orders weekly and emergency/urgent work orders daily to ensure timely repair of items.

12.4. Ensure supplies are stocked and available for quality of life.

12.5. Ensure fire drills are conducted and documented according to base fire department policies. Conduct and document bomb threat evacuations quarterly.

12.6. Ensure fire evacuation plans are posted on each floor and the entrance or exit of dormitory.

12.7. Accomplish key accountability at least once per quarter.

13. In-processing Procedures:

13.1. MTLs will meet NPS Airmen upon arrival.

13.2. 2 AF will develop a schedule to standardize technical school in-processing training and activities for NPS Airmen. In-processing briefings for NPS Airmen will include the following: base movements/off-limit areas, base safety, chain of command, dormitory standards, equal opportunity, fire safety, fitness, medical/dental care, dining facilities, MTL roles/responsibilities, professional relationships, sexual assault and reporting, substance abuse, suicide awareness, tobacco cessation, transition program, opportunities to excel, and miscellaneous base processing.

13.2.1. In-processing briefings may be conducted at the wing, group, or squadron level. The total time for in-processing briefings will not exceed 16 duty hours and must be completed during the initial transition period. Subject-matter experts or videotapes of briefings may be used. **Note:** The military training flight chief will determine in-processing briefings required for Airmen reclassifying from another location or in continuation training.

13.2.2. Additional briefings such as core values, financial management, and AFMAN 10-100 may be delivered as a part of the military training curriculum; however, these briefings will not be included during in-processing.

13.3. MTLs will ensure each Airman receives a newcomers' safety briefing as directed by AFI 91-202/AETC Sup 1, *The US Air Force Mishap Prevention Program*, and document the briefing on AETC Form 29A, *Commander's Newcomers' Safety Briefing*. The briefing will ensure Airmen understand the AETC High-Risk Activities Program. In addition, Airmen who wish to participate in high-risk activities will have an activity-specific, one-on-one briefing; this briefing will be documented on AETC Form 410, *High Risk Activities Worksheet*. (AETC Forms 29A and 410 are prescribed in AFI 91-202/AETC Sup 1. Refer to that publication for guidance on filling out the forms.)

13.4. MTLs will establish and maintain a CTF for each NPS Airman assigned. CTFs will be located within the MTF.

14. Out-processing Procedures:

14.1. Ensure each Airman receives a pre-departure safety briefing and has completed an AETC Form 29B. Airmen are limited to a maximum of 10 hours per day when traveling by PMV (not to exceed 500 miles). A completed copy of AETC Form 29B will be filed in each Airman's CTF.

14.2. The Airman's CTF will be moved to inactive status for at least 180 days.

14.3. The losing MTF will transfer CTF information to the gaining MTF for NPS Airmen being reclassified or proceeding to follow-on technical training. No later than 24 hours prior to the Airman's departure, the MTL will forward a copy of the AETC Form 29B with travel itinerary to the gaining MTF. The gaining MTF must notify the losing MTF of arrival within 24 hours.

14.4. NPS Airmen using a PMV must be well rested before departing the local area on leave, TDY, or PCS. NPS Airmen traveling by PMV will have a 2200 curfew the day prior to departure. In addition, they will depart after breakfast but no earlier than 0600. They may depart after performing other duties as long as they completed no more than 4 hours of duty or they are departing no later than 1300. **Note:** Regardless of training shift, Airmen must receive a minimum of 8 hours sleep before departing, except when approved in writing by the squadron commander.

14.5. NPS Airmen are authorized to wear utility uniform when traveling at government expense, by contract or commercial transportation. Airmen are encouraged to wear the blue service uniform (a short- or long-sleeved shirt with tie or tie tab) with the option to wear the lightweight blue jacket. Airmen wearing the short-sleeved shirt may remove the tie or tie tab while traveling via contract bus. In force protection condition (FPCON) Charlie or higher,

wing commanders will authorize the wear of civilian clothes based on threat. When traveling overseas, Airmen will comply with the DoD Foreign Clearance Guide. (**EXCEPTION:** The 82 TRW/TO office is the approval authority for Sheppard units.)

15. Motivational Training:

15.1. Motivational training (MT) is defined as the use of specified and approved training tools (physical exercise/tasks or training aids) to reinforce attention to detail, motivate students, and/or build teamwork to accomplish a specific goal or training objective to promote student success.

15.2. 2 AF and AU units providing technical training using MT procedures must reference AETCI 36-2203, *Technical and Basic Military Training Development*. MT procedures are only authorized as reflected in approved and certified training plans. All training plans utilizing MT must be certified by AETC/A2/3/10. These training procedures will be reviewed/approved annually by the applicable group, wing, and numbered air force director of operations.

15.3. For 19 AF training units MT procedures are only authorized as reflected in approved supplements to this instruction. These training procedures will be reviewed/approved annually by the applicable group, wing, and numbered air force director of operations.

16. Recognition Program. Squadrons and training groups are highly encouraged to institute an Airman of the month, honor flight, and MTL recognition program. AFMAN 10-100 may be used as a source document for the NPS recognition programs.

16.1. The honor flight program will include PT. Other areas evaluated may include but are not limited to: dormitory common areas and grounds upkeep, dormitory rooms, retreat procedures, open ranks procedures or inspection, and questions from the AFMAN 10-100.

17. Base Details for Students Awaiting Training Status (SATS), Ineffective In Training (IIT), and SOTS:

17.1. The MTSF will assign base details, if required, and track Airmen to ensure accountability.

17.2. Detail Airmen will normally be available for base details Monday through Friday, the group or Det/GSU Flight Chief will determine the duty day hours. The assistant flight chief or higher will be the approval authority for non-duty day detail requests. Any organization that accepts Airmen are responsible for conducting safety briefings and ensuring the issue and use of safety equipment. Military training, to include PT, has priority over all base details.

17.2.1. Airmen in a student awaiting training status in the Pararescue, Combat Control, Tactical Air Control Party, Explosive Ordinance Disposal, and Survival, Evasion, Resistance, and Escape pipeline courses must participate in a structured fitness program to ensure these Airmen are prepared for the pipeline high fitness requirements. The physical training requirements of these career fields must be conducted five times a week and has priority over all base details.

17.3. Detail Airmen will not be used for contractual, customer services, or custodial services work for which appropriate personnel are hired. **EXCEPTION:** NPS Airmen may be used

to fill vacancies on a temporary basis (i.e., answering telephones during a meeting). Active employment is essential to the morale and welfare of detail Airmen.

17.4. For ARC students, the MTSF will ensure the appropriate ARC training liaison is notified of any ARC student entering or exiting SATS, IIT, or SOTS.

18. Airman Leader Program Requirements and Procedures:

18.1. The purpose of an Airman leader is to assist MTLs, improve Airman morale, and enhance personal leadership skills. Airman leaders supervise or monitor personnel assigned to their squadron or placed under their charge. Airmen leaders have the authority to pull an AETC Form 341 from any NPS Airman and turn it into their squadron MTL. **Note:** Airmen First Class will be considered first to perform Airman leader duties before looking at other ranks. If the Airman leader requirement exceeds the number of assigned A1Cs, or if an A1C is ineligible, then Airman leaders may be selected from the ranks of Airman and, subsequently, Airman Basic until the requirement can be filled with qualified A1Cs. Ineligibility for A1Cs will be documented on AETC Form 77, *Airman Leader Application/Certification*.

18.2. Airman Leader training must not interfere with an Airman's progress in academic training. Airman Leaders will have a minimum 80 percent grade average or, if member has no grade average, be progressing satisfactorily. The assistant flight chief or higher will approve candidates to become Airman Leaders after a CTF review and personal interview. The following review criteria should be considered: disciplinary infractions, BMT report card, instructor recommendations, and past leadership experience.

18.3. Airmen may become Airman Leaders prior to receiving a grade average. However, they must meet academic requirements and maintain a minimum 80 percent grade average once they begin their academic training.

18.4. Grade averages and satisfactory progress will be verified prior to receiving the yellow or red rope.

18.5. The Airman Leader program consists of three phases: Phase I is receiving and reviewing the Airman Leader guide (ALG); Phase II is attending the Airman Leader course (ALC) conducted by the MTSF, and Phase III is continuation training in the squadron. A GSU assistant flight chief or higher may authorize one-on-one training due to the limited number of Airmen. There is no time limit for the material presented in the ALC.

18.6. Candidates will be issued the ALG (HO ALG 1) prior to class start. The ALG may be adjusted to meet local conditions. **Note:** The ALG may be found at <https://www.d.mil/afknprod/ASPs/CoP/EntryCoP.asp?Filter=OO-ED-AE-51>.

Airman leader candidates must familiarize themselves with the contents of the guide before attending class.

18.7. MTSF and GSU MTLs will evaluate candidates on drill according to AETC Form 77, *Airman Leader Application/Certification*, or designate a squadron MTL to do so. Airman leaders will be evaluated on open ranks prior to assuming yellow rope.

18.8. Airmen must attend and successfully pass ALC prior to receiving Airman Leader status. Airman leader status will be determined by the assistant flight chief or higher when

reclassified or in continuation technical training. Airmen who continue in Airman Leader status will be briefed on local conditions.

18.9. If locations have a written exam, questions will be compiled from the ALG.

18.10. The Assistant Flight Chief or higher will remove Airman Leader status from Airmen who abuse their authority or fail to perform assigned duties. As a minimum, removal of Airman Leader status will be documented on AETC Form 341 or AETC Form 77.

18.11. If an Airman Leader's grade average falls below 80 percent or he or she fails to satisfactorily progress, he or she may continue in Airman Leader status until the next block test or retest. Results from the block test or retest will determine continued Airman Leader status.

18.12. Only an assistant flight chief or higher may reinstate Airman Leader status.

18.13. Green ropes (bay chiefs and element leaders) are typically responsible for all Airmen assigned to a dormitory bay and/or element, Yellow ropes (floor ropes and flight leaders) are typically responsible for all Airmen assigned to a dormitory floor and/or flight. Red ropes (shift leaders) are responsible for all Airmen assigned to a shift or squadron. Airman Leaders must progress through each rope color before assuming the next higher position.

19. Authorized Aiguilletes for NPS Airmen:

19.1. Airman leaders will wear the red, yellow, or green aiguillette on and off base when in uniform.

19.2. Chapel assistants will wear the white aiguillette.

19.3. Drum and bugle or fife and drum corps members will wear the silver or white and navy blue aiguillette.

19.4. Drill team members and special activity teams will wear the black aiguillette.

19.5. Airman leaders performing duties listed in paragraphs 19.2 through 19.4 will wear the respective aiguillette only while performing those duties.

19.6. Aiguilletes will be worn on the left shoulder on all indoor and outdoor uniform combinations, with the exception of the Gortex® parka the APEX jacket and the PTU. It will be secured as close to the collar or lapel as possible without detracting from the appearance of the uniform. Ceremonial aiguilletes are optional for mess dress, semiformal, and service dress uniforms. If worn, they will be grounded on the left shoulder seam. Aiguilletes may be temporarily removed for safety during training.

20. CQ and Security:

20.1. Any time they depart the local area, Airmen will sign out and in on a locally developed system.

20.2. NPS Airmen will fill the position of CQ and charge of quarter's runner (CQR) and will wear an identification badge.

20.3. CQs will document information and any significant events to their knowledge on AETC Form 78, *Tour of Duty Report*.

20.4. As a minimum, the CQ binder will contain: emergency phone numbers; flight duty roster; AETC Form 78 and instructions on how to properly complete it; emergency evacuation procedures; fire and bomb threat procedures; weather warnings; accident, injury, and illness procedures; disaster preparedness information; suspected drug and alcohol use information; Red Cross notifications; suicide attempts or gestures; and suspected or attempted larceny, rape, assault, and racial incidents. **Note:** Do not include personal information protected by the Privacy Act of 1974 (see AFI 33-332 for guidance).

20.5. MTLs will conduct a one-time briefing for each new CQ and CQR no earlier than 1 week before assuming their duties and responsibilities. This briefing will be documented on AETC Form 78. Prior to performing a subsequent CQ/CQR shift NPS Airmen must review the CQ binder prior to performing their duty.

20.6. The AETC Form 78 will be kept on file at least 30 days.

20.7. Each hour, the CQR will conduct random security and fire checks including, but not limited to, checking all entrances, exits, day rooms, and laundry rooms.

20.8. CQ or CQR will secure all entrances and exits not in regular use. However, entrances and exits may be used during emergencies.

21. T- Flight:

21.1. Technical training NPS Airmen who are discipline problems will be segregated from the MTF, pending an administrative discharge or court-martial, to prevent a negative influence on the morale and discipline of other Airmen. Keesler, Lackland, and Sheppard AFBs require a T-Flight

21.2. The T-Flight will consist of NPS Airmen and sister service NPS students only. Airmen being separated may be assigned to the T-Flight at the discretion of the commander. Once a decision has been made to discharge an Airman, the Airman will be expeditiously out-processed.

21.3. The T-Flight will be aligned under the TRSS. (The T-Flight is aligned under TO at Sheppard AFB.) The TRSS commander or TO director is responsible for the duty schedule and policies relating to the daily operation of the T-Flight.

21.4. If at all possible, Airmen assigned to the T-Flight will be housed together and physically separated from other Airmen by a building or the bay, floor, or wing of a building.

21.5. Airmen assigned to the T-Flight will remain on base unless on an approved off-base pass issued by the commander exercising UCMJ authority. Official military appointments do not require an off-base pass.

21.6. Airmen assigned to the T-Flight will wear the appropriate Air Force uniform on and off duty. They will not wear distinctive uniform items to set them apart from other NPS Airmen.

21.7. Curfew will be 2200.

21.8. PT will be accomplished three times a week and will include 30 minutes of aerobic activity. During inclement weather, PT will be held in the base fitness center if the facility is available and space permits.

21.9. Airmen assigned to the T-Flight will wear PTU only during PT and 30 minutes prior to and 60 minutes after PT. **EXCEPTION:** Group commanders may allow clean Air Force PTU to be worn inside the dormitory after the last formation of the day and after all details have been completed on weekends and holidays.

21.10. MTLs will not be assigned to the T-Flight for more than 120 days, unless they volunteer to stay longer, but then for no more than 1 year (**EXCEPTION:** Unit manning document-authorized positions).

Section D—MTL Program for Enlisted Students

22. MTL Duties. An MTL (special duty identifier 8B100) is an enlisted person in the grade of Senior Airman to CMSgt assigned to a training wing, group, operations group, or site as prescribed in AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)*. MTLs will:

- 22.1. March Airmen as required to and from class.
- 22.2. Conduct PT and personnel/room inspections.
- 22.3. Organize and participate in retreat and parade ceremonies.
- 22.4. Advise and counsel Airmen.
- 22.5. Plan, organize, and direct military education.
- 22.6. Ensure maintenance of military standards.
- 22.7. Prepare and maintain records pertinent to military education and counseling matters.
- 22.8. Supervise subordinate MTL personnel.

23. MTL Management:

23.1. In partnership with HQ AETC/A1, each NAF will select and assign MTLs. HQ AETC/A3P is responsible for MTL policy. Each NAF is responsible for the training and day-to-day management of MTLs. NAF MTLs must attend an initial qualification training course provided by 37 TRG, Lackland AFB TX. In addition, units will provide training on location-specific duty requirements.

23.2. Squadrons will maintain an 8B100 JQS on MTLs below the grade of MSgt. MTLs in the grade of MSgt and above will use the 8B100 JQS until qualified on MTL duty. Using the 8B100 JQS, MTLs will be trained on duty position tasks within 6 months of graduating from the initial qualification course provided by 37 TRG, Lackland AFB TX. An MTL trainer will verify and initial for training received from the MTL course. Exceptions will be documented by the flight chief on an AF IMT 623a, *On-the-Job Training Record Continuation Sheet*. (AF IMT 623a is prescribed in AFI 36-2201, Volume 3, *Air Force Training Program on the Job Training Administration*. Refer to that publication for guidance on filling out the form.)

23.3. The ARCs will select highly qualified personnel to serve as training liaisons and will be assigned at 37 TRW, Lackland AFB TX; 82 TRW, Sheppard AFB TX; and 81 TRW, Keesler AFB MS. ARC Training Liaison assigned to 8B100 Special Duty Identifier (SDI) will attend the initial qualification course provided by 37 TRG at Lackland AFB TX prior to being awarded the blue aiguillette. The respective ARC headquarters (NGB/A1DC or HQ AFRC/A1K) is responsible for the training and day-to-day management of ARC training

liaisons. However, these training liaisons are encouraged to take advantage of training opportunities at their respective locations.

23.4. On successful completion of the formal MTL course at Lackland AFB, MTLs will be awarded the navy blue aiguillette. MTLs will wear the aiguillette with all authorized uniform combinations. TRG and/or operations group commanders at locations with MTLs authorized, but not currently assigned, may adjust the scope of the MTL duties and/or assign the MTL responsibilities to the first sergeant, dormitory manager, or another responsible individual.

23.5. The blue aiguillette will be worn on the left shoulder on all indoor and outdoor uniform combinations, with the exception of the Gortex® parka the APEX jacket and the PTU. The single braided blue aiguillette will be worn on duty uniforms and secured as close to the collar or lapel as possible. The ceremonial navy blue aiguillette with single braid and silver tip will be worn on mess dress, semiformal, and service dress uniforms and will be grounded on the left shoulder seam.

23.6. MTL IMAs and augmentees will attend a local MTL orientation course or the formal MTL course, on a space available basis, conducted by the 37 TRG at Lackland AFB. However, only MTLs IMAs who were MTLs prior to April 1998 or who have attended the formal MTL course may wear the blue aiguillette.

23.7. MTLs will be briefed annually on sexual harassment; sexual assault awareness, prevention, and reporting; maltreatment and maltraining; hazing; MT; remedial military training day; and professional conduct according to AFI 36-2909, AETCI 36-2909 and AETCI 48-101.

23.8. All MTLs will be CPR/AED certified.

24. Forms Prescribed:

24.1. AETC Form 341, *Excellence/Discrepancy Report*

24.2. AETC Form 77, *Airman Leader Application/Certification*

24.3. AETC Form 78, *Tour of Duty*

25. Forms Adopted:

25.1. AF IMT 623a, *On-the-Job Training Record Continuation Sheet*

25.2. AF Form 847, *Recommendation for Change of Publication*

25.3. AETC Form 29A, *Commander's Newcomers' Safety Briefing*

25.4. AETC Form 29B, *Predeparture Safety Briefing*

25.5. AETC Form 410, *High Risk Activities Worksheet*

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Director of Intelligence, Operations, and Nuclear
Integration

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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AETCI 48-101, *Prevention of Heat Stress Disorders*, 2 October 2000

AETCVA 36-2, *AETC Policy on Equal Opportunity*, 25 August 2002

AETCVA 36-6, *Points of Contact for Students and Trainees*, 18 August 2006

AETCVA 90-5, *HQ Air Education and Training Command Inspector General Complaints Resolution Program*, 6 November 2006

Abbreviations and Acronyms

AFFMS—Air Force Fitness Management System

AFRC—Air Force Reserve Command

AFSC—Air Force specialty code

ALC—Airman Leader course

ALG—Airman Leader guide

ANG—Air National Guard
ARC—Air Reserve Component
ATP—advanced transition period
AED—Automated External Defibrillator
BMT—Basic Military Training
CPR—cardiopulmonary resuscitation
CQ—charge of quarters
CQR—charge of quarters runner
CTF—collateral training folder
Det—detachment
GSU—geographically separated unit
IMA—individual mobilization augmentee
IIT—ineffective in training
ITP—initial transition period
JQS—job qualification standard
LOC—letter of counseling
MDS—mission design series
MFR—memorandum for record
MTF—military training flight
MTL—military training leader
MTSE—military training standard for (NPS) enlisted
MTSF—military training support flight
MTSO—military training standard for officers
NAF—numbered air force
NPS—non-prior service
NGB—National Guard Bureau
PMV—private motor vehicle
PT—physical training
RDS—Records Disposition Schedule
RMTD—remedial military training day
RTP—remedial transition period
SATS—student awaiting training status

SERE—survival, evasion, resistance, and escape

SDI—special duty identifier

SMU—small marching unit

SOTS—student out of training status

TDY—temporary duty

TO—training operations

TRG—training group

TRS—training squadron

TRSS—training support squadron

UCMJ—Uniform Code of Military Justice

Terms

Curfew—Established time in which Airmen must be in their dormitory area as defined by the TRS/CC.

Escort—Individual of the same gender as the room, bay, or floor being entered. Also, the same gender as individual being transported in a PMV or government vehicle.

Duty hours—the first formation of the day with MTLs through the last formation of the day with MTLs.

Formation—An organization of a squadron or flight of 12 or more Airmen for a specific reason.

Hazing—Any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful.

Hours of darkness—One-half hour before sunset until one-half hour after sunrise.

Ineffective in training (IIT) status—An Airman who has entered a course of instruction, but has not yet graduated and is not in training for any reason. This status is implemented when an Airman is absent at least 8 consecutive hours. It is effective the first training day the Airman misses training.

Non—prior service (NPS)—Individuals who enter the military with no previous military service or have not been awarded an AFSC.

Maltraining—Any practice not designed to meet a course training objective. Examples of maltraining include but are not limited to using abusive, excessive physical exercise or unnecessarily rearranging the property of an Airman to correct infractions. Any practice for the purpose of inducing an Airman to self eliminate is considered maltraining.

Maltreatment (physical)—Includes, but is not limited to, poking, hitting, thumping, pushing, grabbing, threats of violence, physical violence, physical intimidation, hazing, or any unnecessary physical contact.

Maltreatment (verbal)—Any language that degrades, belittles, demeans, or slanders an individual or group based on color, national origin, race, religion, age, ethnic group, gender, or physical stature. Includes, but is not limited to, (1) the use of profanity and any insinuation of immoral, unethical, illegal, or unprofessional conduct; (2) crude, offensive language in rhymes or prose as memory devices (mnemonics); and/or (3) training tools that contain profane words, offensive language, or inappropriate sexual or gender references. Any language that establishes a hostile environment constitutes and promotes sexual harassment, or disrespect to men and/or women.

Prior service—Individuals who separate from the military and then reenter it.

Road guards—Individuals appointed by the formation commander to halt traffic, as directed, at thoroughfares and other places where needed to ensure safety of formations.

Student awaiting training status (SATS)—The status of a student awaiting entry into resident technical training.

Small marching unit (SMU)—A formation of at least 2, but not more than 11 Airmen in double file. When in an SMU, Airmen will salute officers and staff cars. The Airman in charge of a SMU is responsible for calling out this command. (He or she may designate this duty to an Airman at the front who can see the officer or staff car coming.) An Airman leader, a class leader, or the highest-ranking Airman will assume command of the SMU. The Airman in charge must supervise the other Airmen. SMUs will march on troop walks or sidewalks, when available.

Student out of training status (SOTS)—The status of a student who either graduated or was eliminated, but has not left the base.

Attachment 2***GUIDELINES FOR REMEDIAL MILITARY TRAINING DAY (RMTD)***

- A2.1.** Uniform inspection in battle dress uniform or Airman Battle Uniform (30 minutes)
- A2.2.** Room/open wall-locker inspection (90 minutes)
- A2.3.** Breakfast (90 minutes)
- A2.4.** Uniform inspection in service dress uniform (30 minutes)
- A2.5.** Drill (45 minutes)
- A2.6.** Physical training (PT). Refer to Para. 7.11.2. Conduct indoors during inclement weather and coordinate with fitness facility (90 minutes)
- A2.7.** Lunch (90 minutes)
- A2.8.** Details (90 minutes)
- A2.9.** Return to basics and individual development discussion and counseling (90 minutes)
- A2.10.** Total time for RMT is 10-12 hours.
- A2.11.** Although you may alter the schedule, the following is mandatory:
 - A2.11.1. Day must start with an initial briefing of what is to be expected during the day.
 - A2.11.2. RMT day must conclude in a service/service dress uniform.
 - A2.11.3. Three demerits constitute a failure on any inspection.
 - A2.11.4. Must use accountability/tracking system during PT to monitor all individuals.
 - A2.11.5. Airmen must march to and from all activities and sidestep through the dining hall servicing lines.